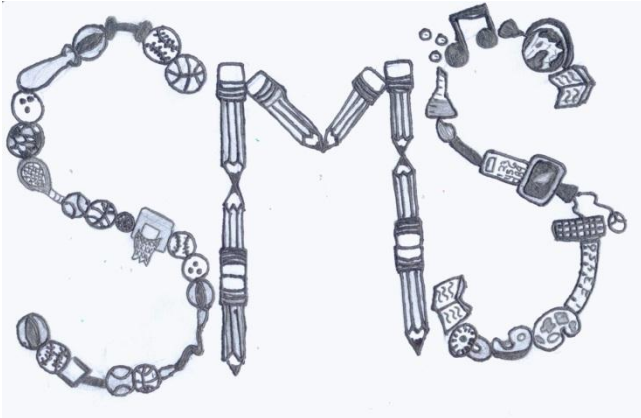


Shelburne Middle School

Student and Parent Handbook 2012-13



Welcome to Shelburne Middle School!

We are pleased to have you as a part of our school family. At Shelburne, we want every student to succeed, and we are committed to working with you and your family to ensure that you can learn and grow in a safe and supportive environment.

As a middle school student, you will undergo many changes during your years here. There will be new friends, new teachers, new knowledge, and a variety of

opportunities. Get involved! **This is YOUR SCHOOL.** Shelburne Middle School offers many exciting academic and extra-curricular opportunities for you. We encourage you to take advantage of all Shelburne has to offer and to accept the many challenges you will face with interest and enthusiasm. During middle school, expectations of responsibility and leadership will increase. We hope that with clear expectations, a strong instructional program, and the support of your family and teachers, you will make the most of your middle school experience.

This handbook has been written to inform you and your family about Shelburne's policies and procedures. It contains important information that will allow you to better understand how your school operates. **The information included in this handbook is specific to Shelburne Middle School and all policies included here are in addition to the policies stated in the Staunton City Schools' 2012-2013 Handbook for Students and Parents.** If you have any questions about any of the Staunton City Schools or Shelburne policies, please do not hesitate to give us a call. We look forward to working with each of you and to 2012-13 being our best year yet at Shelburne Middle School!

Robert Craft, Principal
Jennifer Morris, Assistant Principal

Cover designed by Jason Cooke and Mrs. Mooneyham's spring 2012 Digital Photography class. Artwork by Erika Hernandez, 8th grader.

Name: _____

Grade: _____ Advisor: _____

300 Grubert Avenue, Staunton, VA 24401
540-332-3930 • 540-332-3933 (fax)
www.staunton.k12.va.us/Shelburne

SHELBURNE FACULTY

Principal	Robert Craft
Assistant Principal	Jennifer Morris
Bookkeeper	Shawna Armstrong
Office Secretary	Pat Painter
Differentiation Specialist	Carla VanDevander
Focus	Terry Barrett
Custodian	George Maybush

Librarian	Donna Morris
Clerk Librarian	Dawn Davis
School Resource Officer	John Callison
School Nurse	Charyl Baker
Cafeteria Manager	Sherri Cavanaugh
Day Treatment	Heather Lewis
	Karen Robertson

Sixth Grade Team

Leslie Trissel, School Counselor

History	Lance Bruce	B-7
	Susan Story	B-5
Language Arts	Resa Aikens	B-15
	Kristi Hatcher	B-13
	John Hostetter	B-4
	Jessica Kitta	B-11
Math	Caitlin Costello	B-21
	Michelle Freed	B-19
	Brittany Stanzel	B-9
	Robin Zombro	B-17
Science	Stacey Kirsch	B-3
	Kelly Scott	B-1
Special Education	Stephanie Sandridge	B-10
	Caroline Wright	B-10

Seventh Grade Team

Katherine Funkhouser, School Counselor (A-K)

Leslie Trissel, School Counselor (L-Z)

History	Melissa Cooper	A-15
	Deanna Jones	A-17
Language Arts	Kaitlin Ilnitzki	A-19
	Brandy Johnson	A-16
	Becky McKenzie	A-18
	Jean Reece	A-20
Math	Tracy Bruce	A-14
	Julia Mylar	A-12
	Eric Renne	A-8
	Fred Simpkins	A-10
Science	Rebekah King	A-13
	Carla Spielman	A-3
Special Education	Kristen Daughtrey	A-6
	Tyson Thompson	A-6

Eighth Grade Team

Katherine Funkhouser, School Counselor

Civics	Heather Cooper	D-8
	Tina Morris	D-10
Language Arts	Tracy Gunn	D-19
	John Hostetter	D-4
	Melissa McElveen	D-20
	Taryn Smith	D-2
Math	Darcy Doxey	D-12
	Sally Griffith	D-18
	Christine Hawley	D-4
	Marie McCauley	D-16
Science	Kristin Craft	D-7
	Eliese Zawacki	D-5
Special Education	Sherry Herr	D-15
	Maggie Huffer	D-15

Elective Team

Art	Susan Gutshall	Art-A
Family Consumer Science	Dana Folks	D-11
Foreign Language	Maria Bautista	D-4
	Melissa Maynard	D-6
	Holly Moody	D-14
Music	Lillian Harner	Chorus
	Alan Kirkdorffer	Band
	Sheba Lane	Band
PE	Mike Bell	Gym
	Danielle Christian	Gym
	Mike Guertler	Gym
Technology	Jackie Kurtz	B-25
	Stacey Mooneyham	B-27

Resource Support Teachers: Christine Hawley, Leni Jackson, Jan Pulliam, Ruth Thompson

Instructional Assistants: Tabitha Bartley, Libby Buckley, Dawn Davis, Judy Gregory, Charlotte Johnson, Anita Kurtz, Dorothy Miller, Rachael Neckowitz, Kathy Scullion

BELL SCHEDULES

SUCCESS BLOCK SCHEDULE

1 st Bell	7:35
Success Block	7:40-8:25
1 st Block	8:28-9:48 (9:08)
2 nd Block	9:52-11:12 (10:32)
3 rd Block	11:16-1:01
7 th Grade Lunch	11:17-11:42
6 th Grade Lunch	11:56-12:21
8 th Grade Lunch	12:36-1:01
4 th Block	1:05-2:25

TESTING BELL SCHEDULE

1 st Bell	7:35
Advisory	7:40-7:50
1 st Block	7:53-9:22 (8:37)
2 nd Block	9:26-10:55 (10:10)
3 rd Block	10:59-12:53
7 th Grade Lunch	11:00-11:25
6 th Grade Lunch	11:43-12:08
8 th Grade Lunch	12:28-12:53
4 th Block	12:57-2:25

TWO-HOUR DELAY SCHEDULE

1 st Bell	9:35
Advisory	9:40-9:50
1 st Block	9:53-10:51 (10:21)
2 nd Block	10:55-11:53 (11:23)
3 rd Block	11:57-1:21
7 th Grade Lunch	11:57-12:22
6 th Grade Lunch	12:27-12:52
8 th Grade Lunch	12:57-1:22
4 th Block	1:26-2:25

TWO-HOUR EARLY RELEASE SCHEDULE

1 st Bell	7:35
Advisory	7:40-7:50
1 st Block	7:53-8:52 (8:21)
2 nd Block	8:56-9:55 (9:24)
3 rd Block	9:59-10:58 (10:28)
4 th Block	11:02-12:25
7 th Grade Lunch	11:02-11:26
6 th Grade Lunch	11:31-11:55
8 th Grade Lunch	12:00-12:25

ARRIVAL/DISMISSAL PROCEDURES

School begins each day at 7:40 a.m. Students should arrive at school **no earlier than 7:15 a.m.** However, students who want to play basketball in the gym or study in the library may enter through the Third Street doors at 7:00. Bus riders enter the building through the main doors. Car riders enter through the Third Street parking lot doors. In the mornings, students in good standing have a choice of waiting in the cafeteria, library, or gyms. Students should not be in other parts of the school unless involved in a teacher-supervised activity. Students need to obtain a pass from a teacher the day before if they want to meet with a teacher before school. Students in the cafeteria are expected to stay seated and to visit quietly. Students who go to the library should read, study, or finish homework. Students in the gym may visit on the sidelines or participate in the organized sports activities. Failure to follow the rules and expectations may result in students being denied these privileges. At 7:35 a.m. students will be dismissed to their lockers.

Regular Dismissal – School is dismissed at 2:25 p.m. each day. Students should leave the building promptly unless they are staying for an afternoon activity. Students who walk home or have someone pick them up after school should not linger in the hallways. All students should be picked up promptly after school at the Third Street entrance. Beginning mid-September, an **activity bus** is scheduled for Mondays, Wednesdays, and Thursdays for students staying after school for extra help or activities. The late bus leaves Shelburne at approximately 4:15 p.m.

Early Dismissal Policy – Parents are encouraged to make appointments **AFTER** school hours. Students who must leave school for a doctor's appointment or personal reasons are required to check out through the office. Before checking out, a note bearing a parent's or guardian's signature must be received. This note should be dated, and it should contain the student's full name, the reason for dismissal, and the method of transportation by which the student will leave. The parent or person picking up the student must report to the office to sign the student out. Students will be allowed to leave only with a parent, guardian or person authorized by the parent or guardian. Notes for early dismissal should be approved in the office before school so that the student's name will appear on the attendance sheet. Students who leave school without properly checking out will be considered truant and subject to disciplinary action.

DISMISSAL FROM SCHOOL DUE TO EMERGENCY

Early Closing– If school closes early for any reason, students need to know beforehand what they are to do with regard to leaving school, how they are to get home, or where they are to report if they are not to go home. Students should also know what to do if they are to be responsible for any younger brothers or sisters in another school.

Notification – Whether school is closed for the day or released early, the school system will make use of our parent notification system and local radio and television stations. Closing and delay information can also be found on the Staunton City Schools Web site (www.staunton.k12.va.us). Please do not call the school or the superintendent’s office because this ties up the phone lines.

EMERGENCY PROCEDURES

There is no access to the building during a fire drill or emergency procedure. In the event of an emergency, the administrators will direct teachers and students to follow certain procedures as outlined by district policy and state law. A fire evacuation map and a crisis management plan is located near the door in every classroom. Teachers will discuss procedures for evacuation in the event of a fire or emergency during the first week of school, and students will practice these procedures in accordance with state law.

Staunton City Schools operates using a comprehensive crisis management plan. This plan is designed to keep students and staff members safe during emergencies and is coordinated with the Staunton Police Department. This plan includes, but is not limited to, lockdown procedures, evacuation procedures, medical emergency response procedures, inclement weather/ natural disaster procedures, and transportation accidents.

ABSENCES OR TARDIES

Students are expected to be in school every school day for the entire instructional day unless they are ill, have a true emergency, or have an extenuating circumstance which warrants the principal’s approval of the absence. While there are occasions when students have legitimate reasons for being absent or tardy, parents and students should make every effort to be present and on time. Frequent absences and/or tardiness to class are disruptive to the instructional program and will negatively affect student progress.

Absence Procedures- Students should not be absent from or report late to class or school without appropriate parental permission, school permission, or an otherwise valid excuse. The parent/legal guardian is required to notify the school office and explain the reason for the absence. Parents/legal guardians may call the office beginning at 6:30 a.m. to report an absence. The parent/legal guardian must also send a note to the office explaining the absence when the student returns to school. A parent note will be accepted as an excuse for four days of illness. After that, absences will require a doctor’s note.

Assignments Missed During Absences– Work missed during absences can be made up except where prohibited by School Board policy. It is the student’s responsibility to make arrangements with teachers to complete work in advance when possible, or immediately upon return in the case of illness, etc. It is strongly suggested that students find a **HOMEWORK BUDDY** as soon as school starts. This should be someone who is in all or most of the student’s classes. Please prearrange that anytime either person is absent, the homework buddy will be sure to get assignments to them right after school. Arrangements might also include bringing needed books, etc. Students are encouraged to set up homework buddies early in the school year before the need for them arises.

Tardy Procedures -

- A. **TO SCHOOL** – Students arriving after the tardy bell (7:40) are considered tardy to school and must report to the office for a written pass prior to going to class. Persistent tardiness will result in action by the school attendance officer and/or administration.
- B. **TO CLASS** – Students not in their seats at the start of class are considered to be tardy. The classroom teachers will determine, based on their classroom management guidelines, whether or not a student has a legitimate reason for tardiness. The school-wide tardy policy mandates students will receive a discipline ticket if they have two tardies to a single class during a nine-week grading period.

SUCCESS BLOCK

Success Block is a daily time which supports student success by encouraging students to develop responsibility for their own learning and providing individualized learning time. Success Block begins with the advisory teacher who will assign students to intervention or extension in their planners, depending on the learning needs of each student. Students are encouraged to be accountable for their own learning by requesting intervention for a specific subject, or they might be assigned to intervention to better understand a new skill, to make-up work after an absence, or finish an assignment. All students who earn a D or F on their progress report or report card will be assigned to intervention until they raise their grades to a C. If a teacher assigns intervention, students are expected to report to the assigned room. Students who do not report to intervention will be issued a ticket for skipping.

Students who are not assigned to intervention may choose one extension activity each day. Extension activities might include clubs, SSR time, or free time in the gyms, POWERhouse, cafeteria, or outdoors. Before leaving the advisory classroom all students must sign-out indicating their Success location.

STUDENT BEHAVIOR

At Shelburne Middle School, we believe in building positive relationships with our students. Through these relationships, we show respect for students and expect their respect in return. In order to ensure that instruction and learning can take place at Shelburne, specific school and grade level rules have been established. Students will be made aware of these rules at the beginning of the year. It is our goal to help students follow these rules so that all students at Shelburne can learn and be successful in a safe school environment. The purpose of our discipline plan is to encourage middle school students to make good choices and to help them learn from their mistakes.

Good Character and Anti-Bullying Program

Through an advisory program, all students at Shelburne learn about the components of good character: Respect, Caring, Trustworthiness, Responsibility, Fairness, and Citizenship. In addition, we strive to educate students about bullying and to prevent bullying by working with students who exhibit bullying behaviors and with their parents to help these students change their behaviors.

A student is being bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more students. It is a negative action when a person intentionally inflicts injury or discomfort upon another person through physical contact, through words, or in other ways.

Bullying takes many forms. Physical intimidation, such as hitting, pushing, and tripping, is one form of bullying. Verbal abuse is another common form of bullying in which bullies tease, insult, mock, threaten, and/or taunt their peers. This type of bullying can take the form of teasing, rumor spreading, gossiping, and telling lies. Anti-bullying is an integral part of our discipline program at Shelburne. Students will receive appropriate consequences through the steps outlined on page 6.

Rewards and Good School Standing Privileges

Rewards for students who consistently demonstrate positive behavior are an essential component of our discipline program at Shelburne. Students will earn Good Character cards for exemplary behaviors in the areas of Respect, Caring, Trustworthiness, Responsibility, Fairness, and Citizenship. Reward drawings are held monthly from these cards. In addition, eligible students may attend special activities each month as part of the student recognition and reward program.

Students who exhibit good behavior enjoy many privileges at Shelburne Middle School. These **Good School Standing Privileges** include:

1. Using their planner to permit them to have hall privileges during class time
2. Having the choice of going to the cafeteria, library or gym before school
3. Eating lunch with other students in the cafeteria

Disruptive Conduct

Students shall not engage in conduct that is disruptive to any school activity, function or process of the school or is dangerous to the health or safety of students or others. Students are to refrain from the following behaviors:

- Bullying
- Being disrespectful to staff and/or other students
- Eating or drinking in hallways
- Chewing gum
- Fighting
- Using profanity
- Disrupting classroom instruction
- Running, shoving or pushing
- Throwing objects
- Yelling or talking in an excessively loud voice
- Engaging in horseplay
- Writing/reading personal notes* during school hours
- Using electronic devices, such as cell phones**, MP3 players, laser pointers, etc. at school. These items will be confiscated and turned in to an administrator until a parent can pick up the item. Cameras (including camera phones) may only be used for special events, such as field trips and end-of-year celebrations.
- Bringing any type of playing or trading cards to school
- Riding skateboards or "heelines" in school or on school property (these items may be left in the office and picked up at the end of the day)
- Showing signs of affection including, but not limited to, hand-holding, hugging, kissing, and other public displays of affection

***Personal Notes**

During school hours, school personnel will confiscate personal notes that are visible. Students are discouraged from wasting valuable learning time, distracting others, or causing a disruption with notes. Since note writing/reading frequently leads to other problems, such as verbal arguments and hurt feelings, it is felt that parents need to be aware of the issues in these notes. Therefore, notes will be mailed to parents so that they are informed about what their child is doing during school hours. Parents are asked to discuss with their child the inappropriateness of writing/reading personal notes during school hours. The administrators will also take disciplinary action for repeat offenders of this policy or for notes that threaten, degrade, bully, etc. another student.

****CELL PHONES and Portable Music Devices (MP3 players, CD players, etc.)**

Because electronic devices can be very disruptive to academics and because of the increase in cyber-bullying behavior, students are strongly discouraged from bringing them to school. If a student has a cell phone or portable music device at school, IT MUST REMAIN OFF AND IN THE STUDENT'S BACKPACK OR LOCKER AT ALL TIMES. THIS INCLUDES MORNING CHOICE.

Students may **only** use cell phones to make and receive text messages or calls or to check messages **after** the dismissal bell. Students are not permitted to use another student's phone or to keep a phone for another student. Cell phones used to text messages, make calls or check messages during the school day; in a student's possession during the school day; or ringing during school hours will be turned over to the administration. For a first offense, students will receive a discipline ticket and parents are required to come to school to pick up the phone. For a second offense of this policy, not only will the student's phone be turned in to administration for parent pick-up, but the student will be assigned to a day in the Focus Room as well. Any subsequent offenses will result in out-of-school suspension. If students need to use a phone during the school day, they should contact a teacher or administrator for permission to use the school phone rather than use their cell phone.

Dress Code

Student behavior and the total school atmosphere are strongly influenced by the dress and appearance of students. At Shelburne Middle School, students are expected to dress in a manner that embodies a high regard for learning, minimizes distractions, and promotes a safe and positive school climate. Student dress and appearance must not disrupt the educational process or endanger the health, safety and welfare of self and others. In the interest of fostering and maintaining an effective learning environment and providing clarity and consistency, the following dress code guidelines have been established.

- Clothing, jewelry, or belongings are not to include the use of derogatory, offensive or profane language or pictures. This includes racial, ethnic or sexual references.
- Clothing, jewelry or belongings are not to promote or endorse the use of alcohol, tobacco, illegal drugs, or to encourage other illegal or violent activities.
- Shirts and tops are to provide thorough coverage in both front and back and the bottom of the shirt or top must cover the midriff. Spaghetti straps, halter-tops, low-cut or see-through shirts are not acceptable.
- Shorts, skirts and dresses must reach mid-thigh and allow for full coverage when sitting and bending over.
- Underwear of any kind must be completely covered at all times.
- COATS, BOOK BAGS, STRING BAGS, and PURSES must remain in students' lockers and not be taken or worn to class. Students are strongly encouraged to bring a sweater or sweatshirt to leave at school in case the building is cold since coats may not be worn during the day. If items from a student's locker or purse are needed in the restroom, a locker pass may be obtained from a teacher.
- Hats, bandannas, sweatbands or other items for the head may not be worn in the building.
- Footwear must be suitable for school and worn at all times. Slippers are not acceptable.
- Pajamas and blankets are not allowed.
- Sagging: The waistband of the outer garment (pants, shorts, sweatpants, etc.) must be worn on the hip bone of the student so the student's garment does not "sag" or drop below the hip bone. The outer garment should cover all other garments worn under the outer garment. If a staff member sees a student wearing his/her pants at a level that exposes their undergarment, the student will be sent to focus where they will call a parent. The parent is expected to either make their child comply with the dress code or bring their child appropriate clothing. Students who do not comply or whose parents cannot bring appropriate clothing will spend the remainder of the day in the focus room.

Students violating the dress code will either be loaned appropriate clothing to wear for the remainder of the day or parents will be called to bring appropriate clothing to school. If no one is available to bring the child a change of clothes, he/she will complete the school day in the Focus Room. Parent support of these policies is greatly appreciated. Students who exhibit a disrespectful attitude when not complying with the dress code are subject to disciplinary action.

Consequences for Minor Disruptive Conduct

Teachers will be responsible for handling minor discipline problems. Any teacher or staff member at Shelburne may issue Discipline Tickets to students for rule infractions. These tickets document the student's behavior and relate it to one or more of the six Good Character areas (Respect, Caring, Trustworthiness, Responsibility, Fairness, and Citizenship). Consequences may include in-school suspension, lunch detention, loss of hall privileges, loss of good school standing privileges, after-school detention, teacher/student conferences, and/or teacher/parent conferences.

Before issuing a ticket for a minor behavior

The teacher will talk privately with the student about his or her behavior, explain the reason for the rule, and discuss alternative choices the student could make in the future.

1st Ticket

A discipline ticket will be sent home documenting the behavior. The parent or guardian will be contacted by the teacher who issued the ticket and a copy of the ticket will remain with the student's advisor.

2nd Ticket

The parents will be contacted by the teacher who issued the discipline ticket and the ticket will be sent home documenting the behavior. **The student will serve lunch detention the next day.**

3rd Ticket

The parents will be contacted by the teacher who issued the discipline ticket and the ticket will be sent home documenting the behavior. **The student will serve one week of lunch detention in the Lunch Detention Room and a meeting will be arranged between the parent, counselor and teacher(s) to develop a plan to help the student exhibit appropriate behavior.**

4th Ticket

The parents will be contacted by the teacher who issued the discipline ticket and the ticket will be sent home documenting the behavior. **The student will serve a day of In-School Suspension, the administration will be notified, and the student will meet with his/her counselor and advisor to review/revise the behavior plan.**

5th Ticket/Level 2

The parents will be contacted by the teacher who issued the discipline ticket and the ticket will be sent home documenting the behavior. **When a student receives a 5th ticket, he/she will be referred to administration and lose all good school standing privileges. A parent conference with the principal or assistant principal is required.**

Out of School Suspension/Level 2

If a student receives Out of School Suspension, he/she automatically reaches Level 2 and **loses good school standing privileges.** See page 4 for a list of the good standing privileges that are lost.

Once a student reaches Level 2 and has lost Good School Standing privileges, the student may gradually earn back his/her Good Standing privileges. For every week without a discipline ticket or office referral, the student earns back one privilege area until all privileges are restored. If the student continues to receive tickets or suspensions while on Level 2 any privileges regained may again be lost or postponed. All additional ticket offenses while on this level are automatic office referrals and can result in out-of-school suspension. Additionally students who are unable to get off level 2, or students who display chronically disruptive behaviors that violate the student code of conduct to the extent that they reach level 2 a second time, will be referred to a child study committee. This committee will help to outline a plan for each student's success.

Major Disruptive Conduct

The administration is responsible for handling major discipline problems. These include but are not limited to possession and/or distribution of drugs, weapons, alcohol, tobacco products; theft; profanity or extreme disrespect directed at staff members; bullying or threatening another student; and fighting, instigating a fight, or placing hands on another individual in an aggressive manner. Students will be suspended from school for major disruptive conduct and when appropriate will be referred to the division-wide discipline or intervention committee. All policies contained in Staunton City School Board Policy and in the Staunton City Schools' Student Handbook for Students and Parents are enforced and applied.

Bus Conduct

Riding a school bus is a privilege. We expect Shelburne Middle School students to follow all bus standards of conduct listed in the Staunton City Schools' Handbook for Students and Parents and to conduct themselves in a way that demonstrates the six areas of Good Character and promotes safety. Students who are unable to exhibit appropriate and/or unsafe behavior will be referred by the bus driver to the principal or assistant principal. Parents will be notified of rule infractions and temporary and/or permanent suspensions from riding the bus may result. The Staunton City Schools consequences for bus conduct are as follows:

First Bus Conduct Report – Warning

Second Bus Conduct Report – 1-5 day bus suspension

Third Bus Conduct Report – Suspension of bus privileges for the remainder of the school year, or until student and parent/guardian meet with the Staunton City School's Director of Operations at the School Board Office.

Fourth Bus Conduct Report – If a student receives another conduct report after meeting with the Director of Operations, then he or she will be suspended from riding any Staunton City School Buses for the remainder of the school year.

* Some behaviors may necessitate an immediate bus suspension, out-of-school suspension, referral to the division-wide discipline or intervention committee and/or criminal charges being filed.

** Students who need to ride a bus other than their regular one need to provide a note from a parent that identifies the bus number they need to ride and the date they need to ride it. Notes must be brought to the main office that morning; one of the office staff will sign off on the note, and the student will need to give the note to the bus driver when boarding the bus. Students will only be granted access to a different another bus with written permission from the parent.

SCHOOL SERVICES AND FACILITIES

Cafeteria–The cafeteria will operate every school day. A state approved Type A lunch is served. Ice cream, bottled water, and juice drinks are sold as additional items. Breakfast may be purchased in the cafeteria between 7:15 and 7:35 a.m. Students eligible for free or reduced lunches are also eligible for free or reduced breakfasts. Information and application forms for the Federal lunch program are provided to all students at the beginning of each year.

All students must prepay lunches whether they are buying full price or reduced lunch. **Students may only charge three (3) lunches at any one time. Students will be denied lunch until the charged lunches are paid (they will receive something to eat, but it will not be a full lunch).** If there are extenuating circumstances, parents should contact the cafeteria manager or principal in advance to make arrangements. Lunch may be paid for any morning before school in the cafeteria.

In compliance with the new federal and state regulations regarding school wellness policies, **NO SODAS** are allowed to be consumed during breakfast or lunch. This includes sodas brought from home. Students are welcome to bring water, juice, or milk with their packed lunches or to purchase these approved drinks at school. **No glass containers are allowed.**

Meal prices for the 2012-2013 school year are as follows:

	<u>Breakfast</u>	<u>Lunch</u>
Reduced price	\$.30	\$.40
Regular price	\$1.25	\$2.40

Cafeteria Behavior Expectations

When students enter the cafeteria they are expected to:

- Sit down and keep that seat throughout the lunch period (only 7 students allowed per table).
- Use an appropriate voice level and table manners.
- Raise their hand and get permission before leaving a seat to go to the restroom, counselor's office, main office, or anywhere else in the building.
- Wait until a teacher dismisses them for the lunch line.
- Keep voices to a minimum in the lunch line.
- Wait in the lunch line until the cashier indicates their number has registered in the computer.
- Not engage in any running, pushing, shoving, or cutting in line.
- Take their trays up and clean up their trash when they are finished. Each student is expected to see that trash has been removed from the table and floor where he/she has been sitting.
- Push their chairs in as they leave the cafeteria. Food is not to be taken into the halls or classrooms from the lunchroom without special permission.

Clinic– The school clinic is staffed by a school nurse. **Students must obtain a pass from a classroom teacher** before coming to the clinic. The clinic is closed between classes so students should refrain from going to the clinic at that time. The only exception to this rule would be in the case of a medical emergency or extreme illness, in which case the student should report to the clinic immediately (or make the nurse aware in the case of another student). Students sent home from school will be given an excused pass.

Dances – Dances are held several times each year. Tickets MUST be purchased in advance. Students should enter the building through the Third Street entrance. ONLY Shelburne Middle School students may attend our dances. Participation in these dances is a privilege and can be revoked as part of the school discipline plan. If a student has bought a dance ticket but is then not permitted to attend, his/her money will be refunded.

Extracurricular Activities – The school sponsors a variety of extracurricular activities. The activities are offered according to the interests of the students, the availability of sponsors, and the facilities required. The activities include clubs (academic, social, and special-interest), student government activities, interscholastic sports, intramural activities, and school publications. Students will receive information about these activities at the beginning of the school year. Participation in these activities is a privilege and can be revoked as part of the school discipline plan.

Field Trips— Teams or specific subject areas may choose to take students on educational field trips during the school year. These trips support the curriculum and Standards of Learning. Parents will be notified of the cost of these trips ahead of time and are expected to pay for their students to attend. Payment plans can be arranged. All students are encouraged to go on these trips; however, students who are on Level 2 will be required to have a parent accompany them.

Insurance— Low cost accident insurance is available through the school. Arrangements for participation in this program are announced at the beginning of each school year.

Lost and Found – Areas for lost and found items are designated in the Shelburne gym. Unclaimed items will be donated to a local charity at winter break, the end of the school year, and other times, if needed.

Lockers – Each student is assigned an individual locker with a combination lock. Locker assignments and combinations will be found on class schedule cards. The locker is for the private use of the student to whom it is assigned. Students are responsible for the care and condition of their locker. To protect themselves and their property, students are not to share their locker combination with other students. Students are reminded that the school has the right to inspect any locker at any time. Signs on lockers are prohibited unless directly related to a school activity. Students may not share lockers, nor can they put their own lock on their locker.

Parent Conferences – The administration and faculty of Shelburne encourage parents to schedule conferences to discuss the progress of their child. This may be done during the two designated parent conference days or by calling the teacher, guidance counselor, or team leader to set up an appointment. Generally, Shelburne teachers are available to meet with parents on **Wednesdays during planning time** and on **Thursdays before and after school**. Students are encouraged to participate in these meetings, when appropriate.

Physical Education – Students need to bring school-appropriate attire to participate in physical education classes. This could include athletic shorts/shirts or sweatshirts/sweatpants, and non-marking athletic shoes. **Only gym locks furnished by the school are allowed.** Money and/or valuable items should not be taken to physical education. **The school assumes no responsibility for items taken out of the locker room.**

- For health and safety reasons, all students must dress out for physical education each day. Any exceptions require a doctor's written excuse.
- Notes from parents are valid for up to two days for participation, but do not excuse a student from dressing out.
- There is a grade penalty for unexcused failure to dress out. Continued failure to dress out may result in disciplinary action.

R. E. Lee High School Activities – Many Shelburne students enjoy attending high school sporting events and special activities. While at these activities, Shelburne students are expected to behave appropriately and to follow the Shelburne Middle School rules. Lee High School administrators/staff are in charge of ensuring appropriate behavior. Any student behaving inappropriately may be asked to leave the event and serious infractions may result in the loss of the privilege to attend and/or participate in these activities. Students who lose Good Standing Privileges may not attend Robert E. Lee or Staunton City School activities during that time. Shelburne students may not attend Lee High dances.

Student Planners – Every student will be given a student planner at the beginning of the year. Students are expected to write assignments/homework, meetings, after-school events, etc. in their planners. The planner is also the Shelburne hall pass and used by teachers to assign Success Block. Additionally, the planner can be used as a communication tool between parents and teachers. (Students are asked not to tear pages out of their planners so a record of any communication can be kept.) All students are given two free hall passes per week; when students need to leave the classroom they must get their planner filled in and signed by the teacher. Students who lose their planner need to purchase a new one for \$3.00. **Students may not use another student's planner or purchase a second planner in order to acquire additional hall passes.**

Technology — Many classrooms have access to computer labs and mobile laptop labs which students use for learning. Students should respect all school technology equipment and follow all guidelines in the SCS Acceptable Use Policy. Students should especially handle laptops carefully, avoid touching the screen, and type gently. If students misuse laptops or other school technology equipment, they will be required to complete an alternative assignment.

When students enroll at Shelburne, a network drive is created for each student so that they can create a portfolio of work which they can access during their years at Staunton City Schools. They can log-in to their network drive using their student log-in information:

	Information	Example	Student Log-in Info.
Username:	.lunchnumber.students	.123456.students	
Primary Password:	First and last initials, followed by month and day of birth	js0406	
Secondary Password:	First, middle, and last initials, followed by month and day of birth	jas0406	

*Students rotate between their primary and secondary passwords when they are prompted that their password has expired.
 Context must be **StauntonCitySch

Telephones – All telephones in the building are for official school use only. If an emergency arises and a student needs to call someone, he/she must get permission from an administrator or teacher. In these cases, students may use the phone before school, after school, during lunch, or between classes.

Due to the number of students in the building, we discourage students from making telephone calls for homework, lunch money or to make arrangements to go home with another student. Please encourage your student to take care of these things at home and note that teachers make allowances for homework that is occasionally forgotten, and up to three lunches can be charged. Student CELL PHONES are not to be used at any time during the school day.

Grading Procedures

Honor Policy - Students at Shelburne Middle School are expected to uphold the school honor code. Students demonstrating dishonest actions will receive a zero for the work and the administration and parents will be notified. If such actions persist, students will be subject to disciplinary actions (in addition to loss of credit for the assignment). Students may appeal through the principal's office.

THE FOLLOWING ACTIONS ARE CONSIDERED DISHONEST:

- Copying tests
- Copying homework
- Copying class work
- Doing someone else's work
- Using someone else's work
- Telling other students what questions are or are not on a test
- Permitting someone to copy your test, homework, or class work
- Using an answer sheet, notes, or any other such aid while taking a test or quiz
- Copying work from a book, encyclopedia, Internet, or other source without giving proper credit
- Working together on assignments when told not to do so
- Lying
- Having knowledge that a classmate has cheated and not reporting it
- Talking during a test

A COPY OF THE HONOR POLICY WILL BE POSTED IN ALL CLASSROOMS. ALL STUDENTS SHOULD BE AWARE OF ITS IMPLICATIONS, AND THE EXCUSE "I DID NOT KNOW" OR "I DID NOT UNDERSTAND" CANNOT BE ACCEPTED.

Add/Drop a Class— Most classes at Shelburne are required and may not be added or dropped. Students may add or drop an elective class up to three days after the beginning of each semester, provided an alternative class is available.

Progress Reports— Reports are sent home every three weeks of each grading period during the year for all students. An approximate grade will be listed with suggestions for improvement. Grade levels may require that progress reports be signed by the parent and returned to the student's advisor.

Report Cards – Report cards are issued at the end of each nine-week period. Grade levels may require that report cards be signed and returned to the student’s advisor.

Examinations – Examinations are held at the end of each semester for 7th and 8th grade high school credit classes and count 15% of the term grade. In all middle school classes, teachers have the option to give exams that count as a nine-weeks test grade. Students in a high school credit class may exempt a final exam if the following requirements have been met: he/she has not missed more than ten (10) classes in the specific course, he/she has an average of 90 or above for the year’s grade, and he/she has passed the SOL test in the course, if one is available. Exam make-ups are allowed only for students who have a doctor’s note or who prearrange the absence with administration and teacher approval.

Promotion– Promotion to the next grade, including promotion to high school, is based on teacher recommendation, final grades, and Standards of Learning scores. The parents of students failing classes or SOL tests will be notified, and those students may be required to attend summer school. Attendance will be required for the following:

- Students who are failing a math and/or language arts class
- Students who are failing any two subjects
- Students who have failed any two SOL tests during the current school year

Students who do not meet the requirements for promotion, who do not attend summer school when required, or who are unsuccessful at summer school may have to repeat the class failed, be retained in their current grade, or be assigned to an alternative placement. Parents may appeal through the principal’s office.

POWERhouse Guide

The POWERhouse is the name of Shelburne’s library. It houses over 30,000 items available for check-out and use by students and teachers. At the time of checkout, students and their parents accept responsibility for all items borrowed from the POWERhouse and are expected to return items in good condition in a timely manner.

The library is open from 7:00 a.m. to 3:00 p.m. each day. As a morning choice time, the library offers a quiet environment to be used for reading, research, or homework completion. Students have opportunities to come to the library to borrow materials with their language arts classes on designated library days and from other classes as scheduled by those teachers.

Students must have a pass signed by a teacher in their planner to be admitted to the library during the school day. The pass must indicate why the student is using the library and the time the student should return to class.

A student may come to the library before school to check out books, finish homework, or read. Students may also use computers to complete research, visiting websites which are school-appropriate and approved by the librarian. Computers may NOT be used for playing games or checking e-mail.

Circulation Policy

- There is a four item checkout limit, which may include one magazine and/or one audio book and one CD player. No items may be borrowed after this limit.
- The checkout period for all general books is two weeks. A book, audio book, and/or CD player may be renewed once for an additional two weeks if there are no holds placed upon it.
- A hold may be placed on a book which is currently checked out to someone else.
- The current issue of a magazine can be enjoyed in the library. Older issues can be checked-out in bar-coded plastic bags for five days with no renewal.
- Individual overdue notices will be given to advisory teachers for distribution in Tuesday folders.
- Students may only borrow one library item at a time if they have an overdue item or a fine. Checkout privileges may be denied to students who have excessive overdue books or fines.
- Students must pay the replacement cost of lost and/or damaged materials. Once a fine has been collected, there are NO refunds given (as the fine will be used to replace the item).
- Reference books are to be used by students in the library.
- Books located in the 8th grade lounge may include content more appropriate for older students and are reserved for checkout by 8th graders only.

Research

By visiting Shelburne’s website at www.staunton.k12.va.us/Shelburne, students can access the POWERhouse homepage which contains links to different search engines, databases, and book reviews. Passwords are required to access the databases. A bookmark with the passwords can be obtained from the librarian.



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Phone: 540-332-3920
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School Year 2012-2013

KEY
NO SCHOOL FOR STUDENTS ON DAYS SHADED IN GRAY

- ☐ Staff Dev./Workdays
- ⬢ New Teacher Workshop
- ⊕ End of nine weeks
- Holidays
- ↙ Early Dismissal
- ⬆ Report Cards out
- ⋮ Progress Reports out
- ☀ Parent Conferences
- ⬢ First Day of School
- ⬢ First Day of Pre-K & Kindergarten
- ★ Last Day of School
- 🎓 Graduation

July 2012

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2012

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2012

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	{11}	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2012

S	M	T	W	T	F	S
		1 {2}	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2012

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2012

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	{18}	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 2013

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2013

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	{12}	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2013

S	M	T	W	T	F	S
					1	2
3	4	{5}	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2013

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	{23}	24	25	26	27
28	29	30				

May 2013

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	{14}	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2013

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

New Teachers Report (Orientation)
August 10, 2012

First Day Teachers
August 13, 2012

School Opens
August 22, 2012 (1-12)
August 27, 2012 (K)

First Term Ends
January 17, 2013

Second Term Starts
January 22, 2013

Last Day of School
June 7, 2013

Graduation
June 8, 2013

Total Teaching Days—
(91—1st semester; 91—2nd semester)

Staff Professional Development and Work Days*
August 13-21, October 8 & 26, 2012
January 18 & 21, April 1, and June 10-11, 2013

** Specific dates of which days are professional development and which are work days will be determined by school or grade level and announced to teachers*

Unassigned Days
3-6 depending on inclement weather days

Report Cards Distributed
Nov 1, 2012
Jan 29, 2013
April 9, 2013
End of Year

Inclement Weather Make-Up Days

First — No Make Up
Second—No Make Up
Third — No Make Up

Any additional make up days to be determined as needed

Parent Conference Days/Early Dismissals
November 6 - Conferences 10:00 A.M.to 7:30 P.M. Pre-K-12
April 11 - 3:00 to 6:00 P.M. K-12 (1 hour early dismissal)
June 7—2 hour early dismissal

No School for Students
September 3
October 8, 26
November 6
November 21-23
December 20-31
January 1
January 18, 21
February 18
March 25-29
April 1
May 27